



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Community Services Specialist III **NUMBER:** 15-36
JOB CODE: T3000 **DATE:** 09/18/2015
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8824152
JOB LOCATION: Department of Mental Health
Region IV Community Services
Highway 9/US 231 North
Wetumpka, AL

MINIMUM QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, with experience (24 months or more) in a human service related field, **OR** Bachelor's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more) working with persons with intellectual disabilities, of which at least 3 years must be experience working in or with community based programs for persons with intellectual disabilities.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a highly responsible professional position in the Region IV Community Services Office of the Alabama Department of Mental Health. The person in this position will have a variety of functions, all of which are critical to the operation of a regional community services office. This position is responsible for coordinating responses to families, consumers, and providers for services; gathering information, conducting intellectual assessments, and determining eligibility of services from the Division of Intellectual Disabilities. This position will also develop or assist in the development of services, including but not limited to residential placement opportunities, as well as facilitation of consumer choices by consultation and visitation with providers and placement opportunities. This position is responsible for the maintenance and input of data into the Alabama Department of Intellectual Disabilities Information Systems (ADIDIS). This is a primary function in which entry, redetermination and changes to Medicaid Home and Community Based Waiver(s) for persons being supported. These data are analyzed to ensure compliance with Regulations and Standards. Other duties include processing, maintaining a residential/day monitoring database, investigating, and coordinating Medicaid eligibility and consultation with community case managers as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of intellectual disabilities, including a good understanding of clinical dynamics of persons with intellectual disabilities. Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office. Knowledge of community service agencies in relation to intellectual disabilities. Knowledge of state, local and federal funding sources and regulations. Ability to organize, plan, and implement work in an independent manner, with minimal supervision. Ability to communicate effectively both orally and in writing; in hard copy and electronically. Ability to establish and maintain positive relationships with consumers, families, agencies, and the public. Ability to effectively intervene in crisis situations. Ability to provide technical assistance, and develop and implement training programs, to and for service providers and other social service agencies. Ability to work flexible hours, including before and after the established work hours and ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: October 16, 2015